

Manual of training for the Range officer

Induction Course:

1. Institute :

The training will be conducted at Odisha Forest Rangers College , Angul

2. Duration of the Course :

The duration of the course shall be eighteen months training programme leading to award of certificate in forestry. There shall be a term break of 30 days during the course. The time of term break shall be fixed by the Director, OFRC, Angul. The entire course will be covered in two phases.

3. Syllabus:

Detail training syllabus will be maintained as per the Entrance & Training Rules (Revised) 2004 for Forest Range Officers issued by Director ,Forestry Education as per Annexure-III.

As per the approved syllabus , there will be 19 no of subjects covering both theory & practical. They will be covered in 2 phases, with 9 subjects in the first phase & 10 subjects in second phase.

Examination will be held for total 3600 marks for subjects covered under syllabus . Besides, there will be marks for tour exam, field exercise, viva voce & conduct , the abstract of which is given bellow.

Sl No .	Items	1 st Phase	2 nd Phase	Total
1	Written Exam	1750	1850	3600
2	Tour Exam	600	400	1000
3	Field Exercise	200	200	400
4	Viva voce	-	200	200
5	Conduct Marks	-	250	250
Total		2550	2900	5450

At the end of the course final order of merit will be prepared based on the marks obtained in examination & assessments.

The course content as prescribed by MoEF & CC will be forwarded. As regards additional inputs, the recommendation of Training Board will be followed.

4. The Course:

The course so covered will be a residential course with hostel facility. All the trainees will be accommodated in the college hostel & will have to remain in the hostel throughout the training period. They shall have to abide by the hostel rules & are not allowed to keep their families in the hostel.

The trainees will have a self run mess which will work through a mess committee. The mess committee will be changed every month , so that all the trainees will get the opportunity to

run the mess .Mess for ladies & gents will run separately . All trainees are required to take their meals in the mess.

Facilities for games including volleyball, badminton, football and table tennis will be provided to the trainees. It is mandatory for all the trainees to take part in the games.

There will be PT class in the morning & games class in the evening for one hour each in which every trainee should compulsorily participate.

5. laboratory facilities:

Laboratory facilities for Survey, Utilization, Geology and Botany shall be provided. Computer facilities shall be provided to the trainees.

6. Library facilities: Library facility with adequate no. of books relating to forestry, wildlife and other subjects shall be available. Periodical on forestry & wildlife research shall be available to update the knowledge of trainees on recent development in the field of forestry & wildlife.

7. Teaching faculty :

The teaching faculties include 3 categories

- i. Permanent faculties from the Department : There will be permanent faculties in the college of which two shall be in the rank of DyCF ,Six will be in the rank of ACF and three in the rank of Range officers besides the Director of the College in the rank of Conservator of Forests. Out of 2 DyCF, one will be in the charge administration and the other will look after the necessary arrangements required for academic activities besides taking regular classes. The DyCF in the charge of academic activities will be designated as the Course Director and he/she shall co-ordinate and organise the tours, field visits and academic classes as per the training schedule.

The ACFs will take regular classes and will be in charge of hostels as wardens. The ACFs will also act as mentors for various trainees.

The ROs are required to take practical classes and will also accompany the trainees during field tour and field exercise.

Besides this all the faculties will accompany the trainees during study tour, field exercises & field visits.

- ii. Faculties on Contractual Re-engagement basis:

Faculties on contractual basis will be engaged through open advertisement. Besides taking regular class, they will accompany the trainees during field visit and exercise & any other work assigned to them by the Director, OFRC. They shall be provided with fixed remunerations and other allowances as per Finance Department resolution No. And G.A Department resolution to be decided by PCCF, Odisha.

- iii. Resource persons from college & Institutes :

Besides regular teaching faculties, resource person from various colleges and Institutes having expertise in the subject in the will be invited to give lecture on specialized subjects and remunerations to be decided and revised from time to time

by the Training Board of Forest Department. Trainees will be encouraged to organise seminars / presentations on the subject of their specialisation within the broad syllabus as prescribed by DFE. This will also aim to enhance the sphere of knowledge in the fields of forestry, wildlife and environment of local, regional and international importance. The weightage on this seminar will be a part of overall assessment of conduct during the training.

It is the duty of all the faculties to maintain discipline and conduct in the college campus.

8 . Day to Day Training Schedule:

Every day PT and games class will be done in the morning (5 am in summer and 6 am in winter months) and evening (5.30 pm in summer and 4.30 pm in winter) respectively for a period of one hour. Football, Volley ball, Badminton, Table tennis and Cricket facilities are available in the college. It is compulsory for every student to attend the PT and games class.

Regular class (Pre lunch session) will start at 9 am in the morning and continue till 1.15 pm with a tea break of 15 min. at 11 am. After lunch the classes will start from 2.15 pm and continue till 4.15 pm. The lunch time will be for duration of one hour, i.e from 1.15 pm to 2.15 pm. All trainees (except Mess duty officer of the said day) should attend the class compulsorily. Trainees whose attendance at the college falls below 80% shall not be permitted to appear in the exam.

9. Dress Code:

During the entire period of training at the college, all the officer trainees shall adhere to the prescribed college dress code. They should maintain a smart turn out and appear properly dressed at all times. The dress code inside campus will be Khaki uniform (Both for Ladies and gents)

- a) Full pants
- b) Shirts full sleeved with shoulder flaps and two chest pockets

During PT and games the uniform will be White sports shirt and White half pants for gents and white sports shirt with white full track pant for ladies. Any other time the gents trainees will be dressed in white full pant and shirt and the ladies will be in white salwar kamiz and dupatta inside the campus. The trainees will be required to purchase the barrette cap and belt with logo of OFRC from the college.

10. Tours & Field Exercise:

There shall be 5 major tours during the entire period of training. Besides this the trainees will be taken to different parts of Odisha on tour to have an idea and knowledge of the forest and wildlife of the State. Entire tour period is 145 days which would cover the practical aspects of the training. Field exercises on Road alignment, engineering, working plan and ecological census technique will be covered during the course. Performance of the trainees will be assessed during the tour and field exercise by conducting tour exam and marks will be awarded. In addition training on motor vehicle, weapons and first aid will also be imparted. Any trainee who misses more than

10% of any tour shall have to repeat the missed portion unless exempted by the Director, OFRC, Angul.

11. Other training:

Besides the regular training classes on subjects covered under the syllabus, the trainees will be provided with weapons training in collaboration with Police Department to have a hands on exercise to handle the weapons, swimming training, First aid training and motor vehicle training. These will build up their confidence to work in the field at any odd situation.

12. Maintenance of Discipline and conduct:

Every trainee should maintain proper discipline & conduct both inside & outside the campus, which will be conducted towards their conduct mark. Any type of misconduct will be taken seriously & may lead to expulsion from the course. There will be a disciplinary committee the members of which will be decided by the Director OFRC. The committee will decide the punishment to be given to any trainee for any type of misconduct/indiscipline.

13. Examination :

The examination shall be conducted as per the guideline issued by DFE. There shall be two examinations at the end of first and second phase. Each theory paper will be for three hours. The marks allotted to each subject are given below.

	First Phase	Marks		
		Theory	Practical	Total mark
sl no	Subject			
1	Botany/Mathematics	100	0	100
2	Application of modern tools and Technology	150	50	200
	Remote sensing			
	Computer Application			
	GIS			
3	Silviculture-I	150	50	200
4	Silviculture-II	200	0	200
5	Forest Resource Assessment	150	50	200
6	Forest Survey	150	100	250
7	Forest Engineering	100	100	200
8	Adverse Influence on Forest	150	50	200
9	Forest Utilization-I	150	50	200
	Total	1300	450	1750

sl no	Subject	Marks		
		Theory	Practical	Total mark
1	Forest Policy and Law	250	0	250
2	Ecology and Environmental Science	200	0	200
3	Forest Utilization-II	150	0	150
4	Forest Resource Management	200	0	200
5	Natural Resource Management	150	50	200
6	Forest Economics	200	0	200
7	Biodiversity Conservation and management	200	50	250
8	Joint Forest Management, Rural and Tribal Development	150	0	150
9	Human Resource Development and management	150	0	150
10	Forest Accounts and office procedure	100	0	100
	Total	1750	100	1850

Besides term exam, tour exam will be conducted after every tour and each trainee has to submit tour journal and botanical collection. Marks will be awarded based on the performance in tour exam, journal, symposium, quiz test and botanical sample collection as detailed below.

Tour	Marks
Tour Exam	80
Tour Journal	50
Quiz test	20
Tour symposium	20
Botanical collection	30
Total marks for a tour	200
Total marks in 5 tours	1000

Assessment for the field exercise shall be made at the end of first and second phase. The allotment of marks for field exercise shall be as under

Field exercise	Phase	Max. Marks
Nursery, plantation and cultural operation	I	40
Mensuration	I	40
Marking and logging	I	20
Road alignment	I	50
Engineering	I	50
Working Plan	II	150
Ecological Census Technique	II	50
Total		400

Any trainee securing less than 50% marks in a subject will be considered to be failed in that subject. Trainees who have failed will have to appear in supplementary examination to be conducted at the end of first or second phase, as the case may be. Marks originally obtained in the

subject will be counted towards his merit. If he/she again fails in more than 3 subjects the trainee will not be appointed in the post of Forest Ranger.

14. Setting of question paper for the Examination :

There will be a panel of examiners in each subject who will set the question papers. Moderation of question paper shall be done by a group of experienced academician/senior official of the department. Two sets of question paper shall be prepared and printed for each paper. Question Pattern for each paper will consist of three parts. Part-A of the question paper will be of objective questions carrying one/two marks and all questions will be compulsory. Twenty percent (20%) of total mark will be allotted to this section. Part-B of the question will be of questions/short notes on various chapters which will carry 30% of total mark of the subject. Part-C which will carry 50% of total mark of the subject will be of long type questions.

15. Conducting the examination:

Besides the regular faculties of OFRC, faculties from different Institutes outside the campus will be called to act as invigilator to have a fair means of conducting the examination. Mobile phones and other gadgets are not allowed inside the examination hall. Trainees found using any type of unfair means in the exam hall will be debarred of exam.

16. Evaluation:

The list of question setter and examiners will be submitted by the Director, OFRC, Angul which will be approved by the State Training Board.

17. Result Declaration:

At the end of the course the final order of merit based on the marks obtained in examination and the result will be placed before the State Training Board before declaration of the result. Trainees securing more than 75% mark will be awarded with Honours' Certificate provided he/she has cleared the exam in the first attempt and those securing less than 50% or more than 75% but not cleared the subjects in first attempt will be awarded with only Pass certificate.

Matters which are not codified in DFE circular or above training manual will be referred to the State Training Board of Forest Department headed by Principal Chief Conservator of Forests, Odisha. Decision of the Training Board shall be Final in all respects.